

Subject: FW: Order for Wednesday, 2/1/17
From: Lena Mulhall <lmulhall@ccala.org>
Date: 02/27/2017 03:11 PM
To: Elisabeth Cutler <ECutler@downtownla.com>

Hi Elisabeth,

Here is the caterer I use for board meetings and sample email below.

I usually switch between breakfast buffet and breakfast burritos. If we have 15 pp who have RSVP'd I usually order for the minimum of 10pp. This caterer's cutoff for ordering is 3:30p the day before. Once you receive the final invoice, you would create a PO in the system, print it out and give to Suzanne along with invoice to approve.

I can show you how to do if Shawn hasn't already.

Thanks,

Lena

From: Jorge [mailto:jorge@cityfarecatering.com]
Sent: Tuesday, January 31, 2017 12:39 PM
To: Lena Mulhall BID <lmulhall@downtownla.com>
Cc: Amy Mendonca BID <AMendonca@downtownla.com>
Subject: RE: Order for Wednesday, 2/1/17

Hi Lena,

Attached is the confirmation for the order that you requested. Let me know if you have any questions or changes in regards to this order.

Jorge Zamora

 cid:image003.g

ph 213.746.2224 / fax 213.746.5044 / please Cc all orders to office@cityfarecatering.com / jorge@cityfarecatering.com / <http://cityfarecatering.com>



Description
Description



Please consider the environment before printing this e-mail

From: Lena Mulhall BID [<mailto:lmulhall@downtownla.com>]
Sent: Tuesday, January 31, 2017 12:31 PM
To: City Fare Inc. - Jorge
Cc: Amy Mendonca BID
Subject: Order for Wednesday, 2/1/17

Hello Jorge,

I would like to order the following for delivery on Wednesday, Feb 1 at 7a; set up by 7:15a. Please bill under DCBID account.

Breakfast Buffet for 15pp
Lox Platter 6 pp

All regular coffee and ½ oj/cranberry juice.

Thank you,

Lena

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2016.0.7998 / Virus Database: 4756/13871 - Release Date: 01/31/17

— image002.jpg —



— Attachments: —

image001.gif	4.6 KB
image002.jpg	1.4 KB
Inv_WEDNESDAY_from_City_Fare_Inc._3652.pdf	155 KB